

Task Order 03-10

1.0 TITLE OF EFFORT: S&MA Risk Management

2.0 TASK DESCRIPTION: Provide expert support to the S&MA Directorate risk management activities.

2.1 SOW Reference: 8.2.2b

2.2 Support to S&MA Directorate: The contractor shall provide expertise to support S&MA Directorate risk management activities including documenting and tracking risks, developing presentation packages plus developing and tracking of metrics. The contractor will interface with the spaceflight programs assigned to JSC (Space Shuttle, Space Station and Constellation) and the projects and organizations supporting them to continue emphasis to improve project efficiency, reduce cost, and improve performance through rigorous continuous risk management.

- 1) Facilitate implementation of risk management within S&MA
 - a. Assist in the development and maintenance of risk management processes
 - b. Maintain the risk content within the S&MA risk management database
 - c. Support the S&MA risk reviews, include capture of minutes and tracking of actions
 - d. Seek enhancements to the S&MA risk management process and recommend updates
 - e. Provide Risk Management Training to S&MA Directorate personnel
- 2) Maintain the S&MA Risk Management Plan
- 3) Provide support to the JSC Knowledge Management activities as requested
- 4) Provide support to development of NA metrics and/or special projects as requested

2.2.1. Deliverables:

- 1) Bi-monthly S&MA Risk Advisory Board Risk Review Package
- 2) Monthly S&MA Director Risk Review Package

The contractor will provide these product deliverables/schedules/milestones to the assigned Point of Contact / COTR for each task

Monthly reports on the status of assigned sub-tasks to include progress against schedule, any problems encountered in performing the assigned task and any significant interim findings

3.0 PERIOD OF PERFORMANCE: October 1, 2009 - April 30, 2010

4.0 ESTIMATED COST:

Contractor may provide travel, training, materials, and other non-labor resources as necessary to support task order requirements. Training may include selected professional discipline-based or spaceflight-based conferences with approval of the TMR.